

CONFIDENTIAL

10 September 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Office of Personnel Report --
Week Ending 10 September 1976

1. Summer Interns:

a. The flyers for the 1977 Summer Intern Program have been printed by the Office of Logistics and were mailed to colleges and universities on 9 September. As soon as we receive requirements for Summer Interns from all Agency offices, we will forward these requirements to the field recruiters to guide them in recruiting for the 1977 Summer Intern Program.

b. We have received eight firm requirements from DDS&T for Summer Interns. These requirements are in the math, physics and engineering fields.

2. College Placement Conference: Recruiters [] 25X1A

25X1A

[] are attending the Midwest College Placement Conference at the Marc Plaza Hotel, Milwaukee, during the period 7-10 September. This is the largest of the five regional conferences and is populated by firms of the industrial Midwest and the auto industry at Detroit, as well as college representatives from the Big Ten Universities and other major colleges throughout the region. Among issues being explored is how the placement officers can render meaningful and needed services with limited staffs and budgets at a time when recruiting is again becoming competitive.

3. Recruitment Advertising: The Account Executive from the Gaynor & Ducas Advertising firm who handles the CIA account, Mrs. Linda Willig, phoned us to advise that she is leaving the firm to go into radio advertising. She expressed her genuine regret in leaving and stated that she especially enjoyed working with the CIA. She was

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particularly helpful to us in getting our minority advertising campaign off the ground several years ago. We have prepared a letter of appreciation for her. The CIA account is relatively small but, we understand, is considered prestigious for a firm to handle.

4. Efficiency Study: Mr. [] is continuing the fact-finding phase of the efficiency study to assist Correspondence Branch, Professional Placement Branch and other OP units concerned with applicant processing records. 25X1A

25X1A

5. CFC: Mr. [] of Retirement Affairs Division, who has been loaned to the Headquarters of the Government-wide CFC drive, and Mr. [] the Agency's own Fund Drive Coordinator, attended the Combined Federal Campaign Rally at the Departmental Auditorium on 9 September 1976. Ms. Francine Neff, Treasurer of the United States, was the guest speaker. The Agency CFC kick-off rally was held in the auditorium at 2 p.m. on 9 September for all keypersons. Mr. Dan Ruskin, Manager for Business Relations for PEPCO, was the speaker. 25X1A

6. Blood Donors: Blood Donor Day was not as successful as we had hoped. Nevertheless, considering that it again followed a holiday, we consider it to have been productive as evidenced by the fact that we had 174 donors.

7. Rehired Annuitants: The following rehired annuitant case was approved for the Directorate of Administration:

25X1A

[]

8. EAA Store: At the close of business on 2 September, the EAA Store had the following breakdown on sales/purchases of smoke detectors:

Total number purchased	661
Total number delivered	418
Total number still on hand	243
Total amount in dollars delivered	\$15,684

EAA is making no profit on these items. They have been sold to all Agency employees (including non-EAA members) at cost; i.e., \$37.50.

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Coming Events:

1. Planning continues for the Annual Awards Ceremony to be held on 17 September at 2:45 in the auditorium. The Directorates have advised us of their participants, and reserved seating tickets and a memorandum of instruction are being sent to the representative group of 40 employees who will receive their certificates from Mr. Bush. Programs have been ordered from Printing and Photography Division/OL.

2. The Deputy Assistant Secretary of Defense for Reserve Affairs, Mr. Will Hill Tankersley, will be the guest speaker for the kickoff meeting for the Military Reserve Unit on Monday, 13 September. The meeting will be held in the auditorium at 1745 hours.

3. Mr. [] Chief, Plans Staff, will attend the economics convention in Atlantic City during the period 15-18 September.

4. We will continue with our analysis of PDP.

5. We plan to complete research on questions relative to Agency home leave policy (limited leave periods) and reason for reserve appointments for employed military retirees.

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F. W. M. Janney

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